

**Part Time Front Desk Administrative Assistant**

City of Brunswick seeking part time Administrative Assistant for Front Desk. Position responsible for greeting customers, answering calls, accepting payments, managing cash drawer, daily deposits, and assisting with utility billing. Applicants will work approx. 25 hours per week. Flexible schedule a must. Salary commensurate with experience; pro-rated benefits will be offered. Applicants required to submit to background investigation, drug screening, criminal check, and credit history. Interested persons e-mail [assistant@brunswickmd.gov](mailto:assistant@brunswickmd.gov) or call 301-834-7500 ext. 1 for application information by Friday, September 3, 2010. EOE.

### **Utility Specialist**

City of Brunswick seeking Utility Specialist. Qualified applicants will have experience in operating heavy equipment, i.e. backhoe, skid loader, etc., repairing and maintaining water and sewer lines, construction and repair, and various carpentry duties. Applicants may be required to submit to background investigation, drug screening, criminal check, and credit history. E-mail resumes to [assistant@brunswickmd.gov](mailto:assistant@brunswickmd.gov) or download applications from [www.brunswickmd.gov](http://www.brunswickmd.gov) and mail to 1 W. Potomac Street, Brunswick, MD 21716, by Friday, September 3, 2010. City of Brunswick EOE.